



Job Description

Job Code:	0131-PMO
Job Title:	Project Manager
Job Status:	Part time
Office:	Office of the Academic Vice President
Department/Faculty:	Faculty of Nursing and Health Sciences
Supervisor:	Dean of the Faculty of Nursing and Health Sciences

Vision and Mission

The Faculty of Nursing aims to provide leadership in nursing education and to advance the health and well-being of individuals and populations through high quality teaching and learning, up to date nursing practices and through research. Our graduates will be skillful, caring, knowledgeable nurses who have a clear vision of the nursing discipline and responsive to human diversity and equity in an effort to improve health for all.

Job Summary

The project manager is responsible for planning and overseeing project to ensure it is completed in a timely fashion and within budget. Project manager plan and designate project resources, prepare budgets, monitor progress, and keep stakeholders informed the entire way.

Duties & Responsibilities

Main routine duties:

1. Administrative

- Fulfill all templates and financial matters related to the program.
- Assists in advertisement of the program
- The ability to write proposals to stakeholder.
- Ensure the program management such as planning, training and implementing.
- Attend meetings, conferences and periodic reviews involving assessment, programming and reevaluation decisions.

2. Reporting

- Writes the quarter report to the founders.
- Reports the program evaluation quarterly in collaboration with the program coordinator

3. Coordination

- Coordinates, attends and writes the board meetings minutes.
- Coordinate activities and services related to the program.
- Coordinate with the finance office regarding the program finance issues and annual budget.
- Coordinate the classes with the teachers (Internationally and locally) and the training.
- Follow up with the students in regards to the timetable and the offer courses.

Working Conditions: Part time

- A part time job, three days per week, a total of 12 hours per week from 8.00 am -12.00 pm, (evening and weekend flexibility required).
- Working on Saturdays when required by the Vice Chancellor

Qualifications**Job Factors**

- Experience in projects management
- Bachelor's degree in Management, Business Administration or any related field.

Performance Standards

- Good communication skills.
- Good command of English language spoken and written.
- Critical thinking, problem solving skills, and self-learner
- Team work, and well time management are highly recommended.
- Demonstration of integrity, honesty, a sense of responsibility and loyalty in the performance of all duties.
- Demonstration of professional standards in appearance and actions.
- Interpersonal Skills—maintains confidentiality, remains open to others' ideas and exhibits willingness to try new things.
- Dependability—is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.
- Ability to effectively analyze needs and problems objectively.
- Ability to establish and maintain effective working relationships with students, clients, staff, administration and the general public.
- Knowledge of relevant technology and computer skills
- Ability to monitor and control project budget.